

United States  
Department of Interior

*Bureau of Land Management*

## BLM FIRE AND AVIATION MANAGEMENT

# TASK BOOK FOR THE POSITION OF



## ENGINE OPERATOR (ENOP)

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**MAY 1999**

<b>TASK BOOK ASSIGNED TO:</b>
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER
<b>TASK BOOK INITIATED BY:</b>
OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER
LOCATION AND DATE THAT TASK BOOK WAS INITIATED

*The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.*

## EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

### VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF

#### FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that \_\_\_\_\_

has performed as a trainee and should therefore be considered for certification in this position.

\_\_\_\_\_  
FINAL EVALUATOR'S SIGNATURE AND DATE

\_\_\_\_\_  
EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

#### AGENCY CERTIFICATION

I certify that \_\_\_\_\_

has met all requirements for qualification in this position and that such qualification has been issued.

\_\_\_\_\_  
CERTIFYING OFFICIAL'S SIGNATURE AND DATE

\_\_\_\_\_  
CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

Additional copies of this publication may be downloaded from the BLM Office of Fire and Aviation web site: <http://www.blm.gov/nhp/Preservation/FireSuppression/Standards/redbook.htm>

## **BUREAU OF LAND MANAGEMENT POSITION TASK BOOK**

This Position Task Book (PTB) has been developed for the Engine Operator. The PTB lists the performance requirements (tasks) for this position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. This position requires that specific tasks be performed on a wildland fire—performance of these tasks on other types of incidents is NOT qualifying. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

### **RESPONSIBILITIES:**

1. The **Local Office** is responsible for:
  - Selecting trainees based on the needs of the local office and the geographic area.
  - Ensuring that the trainee meets the training and experience requirements.
  - Issuing PTBs to document task performance.
  - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
  - Providing opportunities for evaluation and/or making the trainee available for evaluation.
  - Providing an evaluator for local assignments.
  - Tracking progress of the trainee.
  - Confirming PTB completion.
  - Determining certification per local policy.
  - Issuing proof of certification.
2. The **individual** is responsible for:
  - Reviewing and understanding instructions in the PTB.
  - Identifying desired objectives/goals.
  - Providing background information to an evaluator.
  - Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
  - Assuring that the Evaluation Record is complete.
  - Notifying local office personnel when the PTB is completed and providing a copy.

- Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
- Being qualified and proficient in the position being evaluated.
  - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
  - Reviewing tasks with the trainee.
  - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
  - Identifying tasks to be performed during the evaluation period.
  - Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
  - Completing the Evaluation Record at the end of each PTB.
  - Signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
4. Qualifications

The trainee must be qualified at the FFT1 level (Advanced Firefighter/Squad Boss).  
The following training is required before a task book will be issued to a trainee:

- |         |                                 |
|---------|---------------------------------|
| • S-130 | Firefighter Training            |
| • S-131 | Advanced Firefighter/Squad Boss |
| • S-190 | Introduction to Fire Behavior   |
| • S-211 | Portable Pumps and Water Use    |
| • I-100 | Introduction to ICS             |

The following training is recommended:

#### Fire Operations in the Urban Interface

Trainee must successfully complete all tasks. (Recommend multiple assignments working with/for an experienced Engine Operator or Engine Module Leader.)

## QUALIFICATION RECORD

### POSITION: ENGINE OPERATOR (ENOP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<b><u>MAINTENANCE, READINESS AND ACCOUNTABILITY</u></b>			
1. <u>Perform Preventative Maintenance (PM) on the Cab and Chassis.</u> <ul style="list-style-type: none"> <li>• Use "Daily Fire Engine Inspection Checklist."</li> <li>• Use "Vehicle Maintenance Procedure and Record" book for monthly and annual inspections.</li> <li>• Maintain vehicle in accordance with guidelines as outlined in the vehicle operator's manual and local standard operating procedures.</li> <li>• Report mechanical problems, using appropriate channels.</li> <li>• Identify vehicle safety compliance requirements that will red-tag the vehicle.</li> </ul>	O		
2. <u>Perform Preventative Maintenance (PM) on the Pump Package, i.e., Pump, Tank, Plumbing, Hose, etc.</u> <ul style="list-style-type: none"> <li>• Use "Daily Fire Engine Inspection Checklist."</li> <li>• Use "Vehicle Maintenance Procedure and Record" book for periodic and post-fire inspections.</li> <li>• Maintain the pump package in accordance with guidelines as outlined in the operator's manual and local standard operating procedures.</li> <li>• Report repeated mechanical problems, using appropriate channels.</li> <li>• Identify equipment safety compliance requirements that will red-tag the pump.</li> <li>• Perform pump flow tests in accordance with Bureau and/or local standards.</li> <li>• Maintain chemical/foam proportioning system.</li> <li>• Maintain hose and fittings.</li> </ul>	O		

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 W = task must be performed on a wildfire incident  
 /R = Rare event -- the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.  
 RX = task must be performed on a prescribed fire incident

# QUALIFICATION RECORD

## Continuation Sheet

### POSITION: ENGINE OPERATOR (ENOP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
3. <u>Perform Winterization Procedures.</u> <ul style="list-style-type: none"> <li>Complete all necessary post-season winterization using the "Winterization Checklist."</li> <li>Protect from potential freeze damage during cold nights.</li> </ul>	O		
4. <u>Perform Basic Field Repairs as Needed.</u> <ul style="list-style-type: none"> <li>Identify problem using appropriate equipment troubleshooting guides.</li> <li>Determine if problem can be fixed in the field.</li> <li>Fix problem or call for assistance.</li> </ul>	O		
5. <u>Maintain Engine Fire Readiness.</u> <ul style="list-style-type: none"> <li>Maintain Normal Unit Stocking (NUS), according to Bureau standards, for assigned vehicle throughout fire season.</li> <li>Maintain clean, orderly appearance of vehicle and equipment.</li> <li>Maintain all equipment in functional condition, e.g., fuel containers full, chain saw sharpened, tools sharpened, etc.</li> <li>Complete post-fire refurbishment per local standards.</li> </ul>	O		
6. <u>Maintain Accountability for Assigned Equipment.</u> <ul style="list-style-type: none"> <li>Maintain accurate vehicle use reports, using proper funding codes; retain fuel receipts.</li> <li>Apply appropriate policies and procedures when using Bureau and GSA vehicles.</li> <li>Maintain all required maintenance records for assigned apparatus.</li> <li>Complete vehicle accident forms when necessary.</li> </ul>	O		

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# QUALIFICATION RECORD

## Continuation Sheet

### POSITION: ENGINE OPERATOR (ENOP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<b><u>ENGINE DRIVING SKILLS</u></b>	O		
<p>7. <u>Demonstrate Ability to Safely Perform Driving Skills.</u></p> <ul style="list-style-type: none"> <li>Identify capabilities and limitations of the apparatus, e.g., GVW, turning radius, shifting water loads, etc.) <ul style="list-style-type: none"> <li>- in adverse weather (e.g., thunderstorms)</li> <li>- during day and night</li> <li>- in conditions of impaired visibility (e.g., smoke, dust, etc.)</li> <li>- as part of a convoy</li> </ul> </li> <li>Demonstrate ability to start and back down on mid-slope.</li> <li>Demonstrate appropriate use of warning lights and/or siren.</li> <li>Demonstrate knowledge of load limits (e.g., on various types of road surfaces, bridges, culverts, etc.)</li> <li>Demonstrate proper braking and cornering techniques on all types of surfaces and terrain.</li> <li>Demonstrate proper use of chock blocks.</li> <li>Demonstrate proper backing technique.</li> </ul>			

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## Continuation Sheet

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
8. <u>Demonstrate Ability to Safely Perform Urban Driving.</u> <ul style="list-style-type: none"> <li>• parking</li> <li>• lane changes</li> <li>• clearance</li> <li>• stopping distances</li> <li>• pedestrians</li> <li>• turning</li> </ul>	O		
9. <u>Demonstrate Ability to Safely Perform Rural Driving.</u> <ul style="list-style-type: none"> <li>• Negotiate blind corners and narrow roads.</li> <li>• Identify and mitigate hazards of livestock and wildlife.</li> <li>• Adjust to poor road conditions (e.g., washboards, potholes, loose gravel, etc.).</li> <li>• Compensate for slow-moving vehicles (e.g., farm equipment, other emergency vehicles, etc.)</li> </ul>	O		
10. <u>Demonstrate Ability to Safely Perform Off-road Driving.</u> <ul style="list-style-type: none"> <li>• Use spotters where appropriate.</li> <li>• Drive through poor traction conditions, which may include mud, sand, gravel, rocky surfaces, gullies, side hills and steep terrain, etc.</li> <li>• Negotiate water hazards (e.g., back up to water sources for drafting purposes, ford streams, etc.).</li> <li>• Make appropriate allowances for special conditions (e.g., sensitive habitat, cultural sites, Wilderness, etc.).</li> <li>• Negotiate brush, trees, sagebrush, etc. without damaging vehicle.</li> </ul>	O		

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# QUALIFICATION RECORD

## Continuation Sheet

### POSITION: ENGINE OPERATOR (ENOP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<b><u>SAFETY</u></b>			
11. <u>Provide for the Safety of Assigned Personnel.</u> <ul style="list-style-type: none"> <li>• Apply safety guidelines appropriately: Job Hazard Analyses (JHAs), work and driving duty day limitations, etc.</li> <li>• Recognize potentially hazardous situations, take action to mitigate, and inform others.</li> <li>• When appropriate, conduct safety briefings on the apparatus.</li> <li>• Ensure use of seat belts.</li> <li>• Secure the doors, top racks, gear, equipment, etc.</li> <li>• Ensure Personal Protective Equipment (PPE) is in place and used when appropriate.</li> <li>• Ability to locate and use hand held fire extinguishers first aid kits.</li> </ul>	I		
12. <u>Ensure All Apparatus Operations Adhere to the Principles of Fireline Safety.</u> <ul style="list-style-type: none"> <li>• Follow the 10 Standard Fire Orders.</li> <li>• Be aware of the 18 Watch Out Situations.</li> <li>• Follow the safety principles of Lookouts, Communications, Escape Routes, and Safety Zones (LCES).</li> <li>• Know your right to refuse an unsafe assignment.</li> </ul>	Rx/ W		
13. <u>Engine Protection.</u> <ul style="list-style-type: none"> <li>• Protect engine by positioning in the most fire safe area available.</li> <li>• Set up and use engine protection lines.</li> <li>• Maintain adequate water reserve to protect engine.</li> <li>• Identify egress and ingress routes and methods.</li> </ul>	Rx/ W		

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# QUALIFICATION RECORD

## Continuation Sheet

**POSITION: ENGINE OPERATOR (ENOP)**

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<b><u>FIRE TACTICS</u></b>			
14. <u>Apply Water and Chemicals Effectively.</u> <ul style="list-style-type: none"> <li>State and effectively apply the principles of wildland fire hydraulics.</li> <li>State and effectively apply the principles of efficient water and/or chemical use, critical application rate and water conservation.</li> <li>Sustain water and chemical supply for assignment.</li> <li>Produce different types of foam from nozzle in a timely manner for different fire situations.</li> <li>Know the capabilities and characteristics of the most common types of foam products and their proper applications.</li> </ul>	O		
15. <u>Design and Implement Water Delivery Systems Where Applicable for Tactical Work Assignments.</u> <ul style="list-style-type: none"> <li>Construct a simple hoselay and extend as needed.</li> <li>Construct a progressive hoselay.</li> <li>Demonstrate a working knowledge of hose pack types and uses.</li> <li>Accurately identify commonly used wildland fire fittings, nozzles and thread types and understand their use, capabilities, and limitations.</li> <li>Identify different types of hoses and their proper applications.</li> <li>Understand live reel uses and limitations.</li> <li>Troubleshoot hoselay problems and develop solutions.</li> <li>Demonstrate a working knowledge of mop-up methods.</li> </ul>	Rx/ W		

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# **QUALIFICATION RECORD**

## **Continuation Sheet**

### **POSITION: ENGINE OPERATOR (ENOP)**

<b>TASK</b>	<b>C O D E*</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR: Initial &amp; date upon completion of task</b>
16. <u>Obtain Water.</u> <ul style="list-style-type: none"> <li>• Use on-board pump to draft effectively.</li> <li>• Use portable pump(s) to reload effectively.</li> <li>• Understand ejector use for reloading.</li> <li>• Locate water source(s) and check for volume and cleanliness; obtain permission from owner to use water source in engine resupply.</li> </ul>	O		
17. <u>Perform a Mobile Attack.</u> <ul style="list-style-type: none"> <li>• Direct</li> <li>• Indirect</li> <li>• Burn out</li> </ul>	Rx/ W		
18. <u>Perform a Stationary Attack.</u> <ul style="list-style-type: none"> <li>• Direct</li> <li>• Indirect</li> <li>• Burn out</li> </ul>	Rx/ W		
19. <u>Effectively Interface with Municipal/Rural Fire Departments in Wildland Fire Situations.</u> <ul style="list-style-type: none"> <li>• Demonstrate a working knowledge of municipal/rural apparatus capabilities and limitations (e.g., thread types, flow rates, etc.).</li> <li>• Demonstrate a working knowledge of hydrant use (e.g., adapters, threads, back flow prevention, safe operations, etc.).</li> <li>• Establish common communications with the appropriate personnel in Municipal/Rural fire departments.</li> <li>• Demonstrate a working knowledge of tactics, hazards and agency policy with regard to engine use during urban interface situations.</li> </ul>	O		

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## QUALIFICATION RECORD

### Continuation Sheet

#### POSITION: ENGINE OPERATOR (ENOP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
20. <u>Coordinate and Communicate Effectively with Various Fireline and Support Personnel Required for Engine Assignment.</u> <ul style="list-style-type: none"><li>• Ensure that a communication system is established and maintained.</li><li>• Establish and maintain positive interpersonal working relationships.</li></ul>	I		

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## INSTRUCTIONS for EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

### COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

**Evaluator's name, incident/office title, and agency:** List the name of the evaluator, his/her incident position (on incidents) or office title, and agency.

**Evaluator's home unit address and phone:** Self explanatory

**#:** The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

**Location of Incident/Simulation:** Identify the location where the tasks were performed by agency and office.

**Incident Kind:** Enter kind of incident, e.g., wildland fire, prescribed fire, search and rescue, flood, etc.

### COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

**Number and Type of Resources:** Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

**Duration:** Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis, i.e., several initial attack fires in similar fuel types.

**Management Level or Prescribed Fire Complexity Level:** Indicates ICS organization level, i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command or prescribed fire complexity level (low, moderate, high).

**NFFL Fuel Model:** For wildland fire and prescribed fire experience, enter number (1-13) of the fuel model(s) in which the incident occurred and under which the trainee was evaluated.

<b>Grass Group</b>	1. Short Grass (1 foot)	<b>Timber Group</b>	8. Closed Timber Litter
	2. Timber (grass & understory)		9. Hardwood Litter
	3. Tall Grass (2-1/2 feet)		10. Timber (litter understory)
<b>Brush Group</b>	4. Chaparral (6 feet)	<b>Slash Group</b>	11. Light Logging Slash
	5. Brush (2 feet)		12. Medium Logging Slash
	6. Dormant brush-Hardwood Slash		13. Heavy Logging Slash
	7. Southern Rough		

**Recommendation:** Check as appropriate and/or make comments regarding the future needs for development of this trainee.

**Date:** List the date the record is being completed.

**Evaluator's initials:** Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

**Evaluator's relevant red card rating:** List your certification relevant to the trainee position you supervised.

## Evaluation Record

	TRAINEE NAME	TRAINEE POSITION
<b>#1</b>	<b>Evaluator's name:</b> <b>Office title &amp; agency:</b>	
Evaluator's home unit address & phone:		
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position
Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
		to
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both mandatory &amp; suggested) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>		

<b>#2</b>	<b>Evaluator's name:</b> <b>Office title &amp; agency:</b>	
Evaluator's home unit address & phone:		
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position
Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
		to
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both mandatory &amp; suggested) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>		

## Evaluation Record (Continuation Sheet)

**TRAINEE NAME**

**TRAINEE POSITION**

<b>#3</b>	Evaluator's name: Office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both mandatory & suggested) prior to additional assignment(s) as a trainee. Recommendations: _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____					

<b>#4</b>	Evaluator's name: Office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both mandatory & suggested) prior to additional assignment(s) as a trainee. Recommendations: _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____					